

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION Division of Transportation Planning/ Workforce Development Branch	
WORKING TITLE Training Coordinator	POSITION NUMBER 900-074-5157-	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Staff Services Manager I (Supervisory), the Staff Services Analyst performs a variety of duties related to training and administration of staff development for the Planning and Modal Divisions and the District Planning Divisions.

TYPICAL DUTIES:

Percentage	Job Description
35% (E)	Apply technical standards in Performing the administration of the Learning Management System (LMS) for Planning and Modal Divisions and assists the training coordinators in the District Planning Divisions. Responsible for registration of participants utilizing the LMS on-line registration system. Monitors registration process and identify and select which students meet prerequisites prior to enrollment. Update LMS with current courses being offered. Maintains a training database for tracking participation in courses offered by the Professional Development Branch. Develops and maintains the annual statewide training needs assessment by analyzing what training is needed based on the number of staff interested in specific training and determines the location where the training will be held.
25% (E)	Assists in analyzing and evaluating data in coordinating training courses for Transportation Planning staff statewide by identifying and selecting enrollees, ensuring equitable space distribution and placement; coordinating with conference planning staff, or independently researching and arranging for site/hotel reservations in accordance with provisions of the facilities contract for class locations; ordering and maintaining an inventory of equipment and supplies; monitoring expenditures in accordance with budget constraints; and performing other related duties.
20%	Assists in selecting and analyzing the best class sites based on transit locations and lowest bid. Apply DPAC policies and procedures in developing and completing

- (E) service contract requests, and overseeing resulting contracts. Develop and coordinate training plans and analyze results for Transportation Planning Staff. Develop and manage a database for tracking completion of Individual Development Plans, training plans, and staff expectation agreements.
- 15% (M) Perform duties related to a range of administrative services, including contract activities, and office administration. Independently processes invoices and ensures proper payment for training expenditures made to Accounting by utilizing their current policies and regulations. Prioritize assignments and projects to ensure completion within established timeframes and by expected deadlines.
- 05% (M) Assist with enrollment in various academies, workshops, and seminars. Maintain database for enrollment. Maintain communication with Professional Development Liaisons in all Districts and Divisions in the Planning and Modal programs.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must have a complete knowledge of general business management principles and practices. Must be able to work successfully both independently and as part of a team; to establish and maintain cooperative working relationships; to carry out assignments expeditiously and completely; to collect, develop, categorize, maintain, and summarize data; and to communicate clearly and effectively both verbally and in writing. Must have a strong sense of customer service, and be familiar with current departmental policies, organizational programs and practices in program management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Staff Services Analyst provides crucial assistance to the supervisor of the Workforce Development Branch in contracting for and scheduling facilities and conferences for mission-critical courses and events. Without this support, the Division and department risk missing workload targets related to enhancing the knowledge and skills of Planners statewide, and jeopardizing federal dollars tied to State Planning and Research (SPR) workload commitments.

PUBLIC AND INTERNAL CONTACTS

Maintains periodic external contact with all levels of personnel at private facilities statewide (e.g., hotels, conference centers, etc.) and public facilities statewide (e.g., the Department of Human Resources (CalHR), Cooperative Personal Services, Department of General Services, etc), consulting facilitators and instructors. Maintains periodic internal contact with all levels of personnel including Caltrans Contracts Unit and regular contact with consulting facilitators and instructors from all Divisions of the department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements

Able to sit for prolonged periods of time, to use a computer, telephone (make outbound calls and to respond to incoming phone calls continuously throughout the normal work day), and to meet / confer with other units within and outside of the building. Must be able to use means of mass transportation, e.g., light rail, car, bus or airplane. Employees may be required to move boxes of materials from one location to another.

Mental Requirements

Must be able to organize and prioritize a workload that is subject to frequent, substantial, and unexpected changes.

WORK ENVIRONMENT

The employee will work in an office environment under artificial lighting extensively using a computer. Occasional day and overnight night travel is required.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

EMPLOYEE DATE

SUPERVISOR DATE